

Guide for Local Administration of Virginia Department of Transportation Projects – April 2006 Update

Last August, VDOT published the first edition of the *Guide for Local Administration of Virginia Department of Transportation Projects*. This document is intended to serve as the controlling guidance manual for all locally administered projects. It is divided into sections, intended to reflect the logical progression of a project and includes appendices which are key for efficient administration of projects. This update to the guide has been completed with the following goals in mind:

- 1) clarify the department's expectations regarding local administration of projects
- 2) highlight any changes in federal or state requirements, rules or legislation
- 3) include new forms and update appendices as needed

What follows is a summary of changes by section. The guide should be consulted for a full discussion of the changes.

I – Introduction

- **Request to Administer Form (RTA)** is required
 - The **Request to Administer Form (RTA)** is a new form submitted by the locality that initiates the agreement once approved.

II – Preliminary Engineering

- “Federal Oversight” projects
 - Adds reminder that certain federally funded projects may have additional approval and reporting requirements that locality needs to be aware of. The Project Coordinator can provide assistance regarding these requirements.
- Pedestrian and bicycle accommodation
 - CTB policy is referenced which states that **all** highway projects are initiated with a presumption that pedestrians and bicyclists will be accommodated
- Plan Reviews
 - Clarifies the different plan reviews by VDOT recommended for most projects

III – Right of Way

- Local certification by an individual at the locality “in responsible charge”
 - Clarifies that locality must have an individual in position of “responsible charge” that will certify completeness of plans for acquisition of right of way or utility relocation.
- Legislative change effective July 1 regarding utility relocations
 - New legislation states that any county, without an existing franchise agreement, when administering a VDOT sanctioned project under a land use permit or transportation project agreement shall have the same authority as the Department pertaining to the relocation of utilities.

IV – Construction

- Clarifies that a **60-90 day** plan and bid document review period is needed
 - Localities need to submit plans and bid documents at least 60-90 days prior to advertisement to ensure advertisements proceed as scheduled. It is incumbent upon the locality to make sure that it has submitted all required materials in a timely manner.
- Local certification by an individual at the locality “in responsible charge”
 - Clarifies that locality must have an individual in position of “responsible charge” that will certify plans are ready for contract advertisement.
- Code change effective July 1 regarding use of local forces for project construction
 - After July 1, 2006 a locality may utilize its own forces for maintenance or construction projects estimated between \$300,000 and \$650, 000 for which the locality has received fewer than two bids (see §33.1-190 of the Code of Virginia).

V – Fiscal/Audit/Budget

- Invoice Processing – provides for flexible document submittal to be determined between district and the locality
 - The locality and VDOT district office **may** enter into an agreement regarding documentation necessary when submitting invoices for processing, provided the locality retains records in accordance with all state and federal records retention schedules.
- Local Percentage (Match) – expanded discussion of local match requirements and how the match varies by program type
 - This is a reminder that many programs require a local match and the match is not uniform across all programs. Localities may need to discuss with their Project Coordinator if there is a match requirement and how it will be administered.

Appendix E

- Locally Administered Project Checklist – the checklist has been revised and follows the project development approval process. Two sets of checkboxes are provided, one where VDOT’s Project Coordinator indicates a required item, and a second box to be checked by the locality when the item has been completed. Federal requirements are now indicated by italics and the checklist is required for all federally funded projects.

Appendix L

- Federal Criteria Sheet – Prior appendix was titled “FHWA Certifications”. Scheduling and Contract Division revised form which is to be completed by the locality as part of its submittal for Federal authorization.

Appendix N

- Checklist outlining minimum documents required for authorization for Advertisement & Award for Construction was modified.
- Cost Summary sheet – re-formatted and simplified. To be prepared by the locality with assistance from VDOT’s project coordinator. Required for FHWA concurrence for award.

Appendix O and P

- Appendix O Related to Quarterly Payments was removed and the Civil Rights Requirements Appendix was changed from Appendix P to Appendix O.